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HR-6-0534

27 September 1954

MEMORANDUM FOR: General Counsel
Director of Security
Auditor-in-Chief
Comptroller
Chief, Logistics Office
Chief, Medical Staff
Chief, Project Administrative Planning Staff
Chief, Management Staff
Chief of Administration, Office of Deputy Director (Plans)

SUBJECT : Applications for the Harvard University Advanced Management Program, 23 February - 20 May 1955

REFERENCE : Memorandum, dated 16 September 1954, from Deputy Director (Administration) to DD/A Office Heads, Subject: "Announcement of Harvard University Advanced Management Program, 23 February - 20 May 1955"

1. Your attention is invited to the continuing interest of Colonel White in reviewing applications from the Deputy Director (Administration) organization for the subject program above. It may be well to cite again that eligibility is limited to the grades GS-15 through GS-18, with the additional requirement that individuals recommended should occupy a position equivalent to a Division Chief or higher, with supervisory, organizational and management planning responsibilities.

2. At the 20th Meeting of the Administration Career Board, held on 24 September 1954, Colonel White requested that all Office Heads and Staff Chiefs take action on the referenced memorandum above, so that applications for the Program can be reviewed at the 21st Meeting of the Administration Career Board, tentatively scheduled for 3:30 p.m., on Friday, 1 October 1954.

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R. GATES LLOYD
Assistant Deputy Director
(Administration)

SA-DD/A:JAC:mrp (27 September 1954)

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